

DIRECTIVE

WORKFORCE INVESTMENT ACT

Number: WIAD04-17

Date: March 24, 2005

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: WIA JTA SYSTEM CLIENT FORMS HANDBOOK

EXECUTIVE SUMMARY:

Purpose:

This directive transmits the updated handbook providing instructions to users of the Job Training Automation (JTA) system.

Scope:

The requirements in this directive apply to Local Workforce Investment Areas and subrecipients responsible for entering client information into the JTA system.

Effective Date:

This directive is effective upon release.

REFERENCES:

- Workforce Investment Act (WIA) Sections 136;185
- Department of Labor (DOL) Training and Employment Guidance Letter (TEGL) 7-99; 8-99; 14-03, Change 1; 14-00, Change 1
- WIA Directive WIAD04-18, Title I Eligibility, (March 29, 2005)

STATE-IMPOSED REQUIREMENTS:

This directive contains State-imposed requirements, which are printed in ***bold, italic type***.

FILING INSTRUCTIONS:

This directive finalizes WIA Draft Directive WIADD-88, issued for comment on January 18, 2005, and replaces Information Bulletin WIAB01-121, which transmitted the previous version of the *WIA JTA Client Forms Handbook*. Retain this directive until further notice.

BACKGROUND:

The WIA requires specific client data to determine eligibility for services, to establish base line data for performance calculations, and to assure compliance with Equal Opportunity requirements. The Client Forms Handbook provides detailed instructions for completing the required documents and entering them into the State's database for generation of federally mandated reports.

POLICY AND PROCEDURES:

All recipients of WIA funds will submit client data via the JTA system, complying with the specifications for each data field.

ACTION:

Bring this directive to the attention of all appropriate staff and subrecipients.

INQUIRIES:

Please direct inquiries about the technical functioning of the JTA system to the Help Desk at (916) 653-0202. Questions regarding participant eligibility should be directed to your Regional Advisor or Project Manager at (916) 653-6347. Questions regarding performance should be directed toward Leon Arcuri, Manager of the Performance Management Unit, at (916) 653-1444.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division

Attachment is available on the Internet:

[WIA JTA System Client Forms Handbook](#) (560k) (PDF)